

UNITED STATES DEPARTMENT OF AGRICULTURE  
FOOD SAFETY AND INSPECTION SERVICE  
WASHINGTON, DC

# FSIS NOTICE

66-05

10/3/05

## WORKPLACE VIOLENCE POLICY STATEMENT

It is the Agency's policy that all employees and clients (**examples:** customers, contractors and visitors) to the worksite enjoy a positive, respectful, productive and safe working environment. The worksite environment shall remain free of behavior, actions, or language causing or contributing to workplace violence. Assault, harassment, intimidation, interference, or threat by or against any Agency employee or client at the worksite is unacceptable and will not be tolerated.

It is a violation of Agency policy to have, use or threaten use of a firearm, explosive, or other dangerous weapon at a worksite or in a vehicle used for official business. Knives, hooks, box cutters, letter openers, or other job related tools are appropriate when used for their intended purpose. It is inappropriate to refer to or threaten the use of these items in a violent act or manner contrary to their normal use. Such a threat is unacceptable and will not be tolerated.

Employees must report all acts or threats of workplace violence involving their official duties and responsibilities at once to their immediate supervisor, manager, or appropriate management official **and** the Workplace Violence Prevention and Response Branch (WVPRB). Management officials shall apprise the WVPRB of any potential workplace violence incident. This may include incidents occurring outside the employee's tour of duty or away from the worksite.

Report all workplace violence incidents against Agency employees on FSIS Form 4735-4, Reporting Form for Assault, Harassment, Interference, Intimidation, or Threat, dated 10/15/2004. In case of an emergency **or imminent danger**, employees shall report the violent act directly to law enforcement officials.

Management officials shall act immediately on each reported workplace violence incident and follow the guidelines in FSIS Directive 4735.4, Reporting Assault, Harassment, Interference, Intimidation or Threat. If a management official fails to take action on a reported workplace violence incident, employees may call the next higher level supervisor, a Workplace Violence Analyst or the WVPRB **24-hour, toll-free** pager number (888) 894-6217.

**DISTRIBUTION:**  
All Employees

**NOTICE EXPIRES:**  
August 1, 2006

**OPI:**  
LERD – Workplace Violence  
Prevention and  
Response Branch

Any employee who is aware of potential or actual workplace violence incidents and fails to report or take immediate, corrective action on the incident may be subject to disciplinary or adverse action.

Refer questions on this notice to the WVPRB Chief or a Workplace Violence Analyst, identified in Attachment 3 of FSIS Directive 4735.4, Revision 3, Amendment 1, the wallet reference card, "WHAT TO DO... WHO TO CALL", and the reference guide, "Preventing Workplace Violence, A Guide for FSIS Employees."

Remember, all employees have a responsibility to report and prevent, if possible, workplace violence. **We should always treat every employee and client professionally, equitably, and with dignity and respect.**

A handwritten signature in black ink, appearing to read "William P. Milroy". The signature is fluid and cursive, with a long horizontal stroke at the end.

Assistant Administrator  
Office of Management